

Public Safety Branch  
Public Safety Group  
Fire Series

FIRE LIEUTENANT

10/02 (JAS)

**General Summary**

Under general supervision, function as a supervisor in a Fire Suppression district or as assigned, in administration, fire prevention, training, planning, communications, or maintenance divisions.

**Typical Duties**

Perform functions of fire suppression shift supervisor of a fire company or station as assigned. Involves: Participate in emergency activities such as fire suppression, rescue, medical assistance, hazardous conditions, and other emergency incidents. Perform related support activities such as minor maintenance of equipment, apparatus and facilities, and inspection of buildings and fire hydrants. Evaluate fire prevention activities.

Perform functions of Texas Fire Incident Reporting System (TXFIRS) Officer in the Administrative Division as assigned. Involves: Perform quality control of incident reports. Coordinate with TXFIRS personnel. Perform related administrative functions.

Perform functions of supervisor in the Fire Prevention Division as assigned. Involves: Direct fire prevention inspectors and coordinate inspection of installation of fire prevention equipment. Direct water services. Develop, initiate, and direct fire prevention programs. Serve as division representative in meetings with department heads. Perform public information functions. Direct and conduct fire investigations and related activities. Direct and participate in juvenile fire setters program. Present public education programs related to arson. Provide support to fire prevention inspectors for Fire Prevention and Texas Insurance Code offense that require arrest. Act as liaison between local, state, and federal agencies. Perform functions as Range Officer and Evidence Custodian as assigned.

Perform functions of training officer as assigned. Involves: Conduct training classes and programs. Develop training methods and lesson plans. Document training. Direct minor maintenance of training equipment and facility.

Perform functions of planning specialist as assigned. Involves: Assist in conducting field investigations, economic or public opinion surveys, demographic studies, or other research. Compile data gathered. Perform statistical analysis, and prepare statistical charts and graphs.

Perform function of supervisor in the Maintenance Division as assigned. Involves: Coordinate and perform maintenance and repair of apparatus, vehicles and equipment. Maintain parts, materials and supplies inventories. Assist Maintenance Superintendent in writing specifications.

Perform functions of air and oxygen equipment repair specialist as assigned. Involves: Perform and coordinate maintenance and repair of air and oxygen equipment, personal safety alert units, medical and other related equipment. Oversee issuance of protective clothing, materials, supplies and equipment.

Perform functions of dispatch supervisor as assigned. Involves: Direct dispatching activities on a designated shift to deploy and relocate fire companies. Coordinate with other agencies. Maintain dispatch system, street index and response assignments. Coordinate maintenance of dispatch, telephone and radio equipment.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes.

Perform related work as required. Involves: Maintain records and prepare reports. Assume command of the company and station or facility during absence of superior.

**Knowledge, Abilities and Skills**

- Considerable knowledge of firefighting methods, practices, techniques and equipment.
- Considerable knowledge of fire laws, ordinances and regulations.
- Good knowledge of departmental policies, rules and regulations
- Good knowledge of building construction.
- Good knowledge of City geography.
- Ability to make quick and accurate decisions in emergencies.
- Ability to determine the origin and cause of fires.

- Ability to identify and solve mechanical problems.
- Ability to follow safety procedures.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to communicate effectively both orally and in writing.
- Skill in safe operation and care of firefighting equipment and hand tools.
- Skill in safe operation and care of fire department motor vehicles in order to drive through city traffic under normal or emergency conditions.

***Other Job Characteristics***

- Subject to periods of prolonged and arduous work under adverse and hazardous conditions.

***Minimum Qualifications***

Education and Experience: Five (5) years of experience with the El Paso Fire Department in firefighting, fire prevention, or fire medical positions that included five (5) years of state certified structural firefighting with two and one-half (2½) years service as a Fire Suppression Technician or Fire Medical Lieutenant. (The time, from the date the individual graduated from the training academy for structural firefighting, will count for purposes of meeting the minimum requirement of five (5) years of state certified structural firefighting.)

Licenses and Certificates: Texas Class "C" Driver's License (with exemption for heavy firefighting vehicles). If assigned to Fire Prevention or Fire Investigations, must be certified as Texas Fire Inspector in compliance with the Texas Commission on Fire Protection Standards of Education (TCFPSE). If assigned to Fire Investigations, must be licensed as Texas Peace Officer in compliance with the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), as provided by state statutes, and be certified as Texas Fire Investigator in compliance with (TCFPSE) prior to assignment.

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Human Resources Director

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Department Head